Grants Workgroup Contact Information

Finance and Administration – Division of Accounts

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Updates on SEFA (Schedule of Expenditures of Federal Awards) & SIS (Supplementary Information Schedule) Reporting

200.510(b) Schedule of Expenditures of Federal Awards

sefa

There are three big changes for FY16 –
<u>First</u>, as discussed in the year-end grants training, the SEFA shell file has been completely redesigned, and the SIS shell file has been modified.

<u>Second</u>, grants funded through the American Recovery and Reinvestment Act (ARRA) are no longer required to be reported separately from non-ARRA-funded grants.

<u>Third</u>, per 2 CFR 200.510(b)(4) of the Uniform Guidance, we are now required to report federal grant funds passed through to subrecipients separately.

Here are some tips –
1. For assistance in determining whether a payee should be considered a subrecipient or a contractor (vendor), click here for a helpful checklist on the Association of Government Accountants' website.
2. Edison query **TN_GR06_V_SEFA_DETAILS** has been expanded with additional fields that may be used to help identify amounts to be reported on the SEFA as passed through to subrecipients; because of its size and scope, this query should be scheduled. Analysis of the transactions in this query will be required to identify amounts provided to subrecipients.
3. Since state agencies (which include all state departments and commissions, all state colleges and universities, and other component units of the state) are all considered part of the overall reporting entity for SEFA/SIS reporting purposes, amounts provided to other state agencies should not be reported separately as amounts passed through to subrecipients. However, if the other state agencies pass those amounts provided by your agency through to subrecipients, those amounts will need to be reported on your agency's SEFA separately as passed through to subrecipients. This information should be included on the other state agencies' SISs and reconciled with your agency's accounting records.
4. Amounts passed through to subrecipients should be reported by grant award, not by individual subrecipient, and should be reconciled to the general ledger.
5. Amounts reported on your agency's SIS as being passed through to subrecipients must also be reported as passed through to subrecipients on the SEFA of the state agency(ies) from which your agency received the federal grant funds. Therefore, your agency's completed SIS must be shared with all state agencies from which your agency received federal grant funds.

<u>Website to SEFA & SIS Instructions & Other:</u>
F&A website under Grants Accounting:

Website link:

Job aids posted on F&A website under Grants Accounting:

http://www.tn.gov/finance/article/fa-accfin-swa

Grants Related Article/Links:

US Department of Treasury released DATA Act Model Schema Version 1.0. The new version of USAspending.gov will rely on hundreds of distinct data elements to tell the story of how federal dollars are spent. The schema organizes these elements into a structure that further defines, groups and relates them to each other. Click DATA Act Model Schema Version 1.0.

Below is the link to the third in a series of webcasts on the Uniform Guidance sponsored by The U.S. Office of Management and Budget (OMB) and the Council on Financial Assistance Reform (COFAR):
Uniform Guidance: Promising Practices in Implementation

Deadlines:

Monday, September 12, 2016 - Submitting the completed SIS and all support to the Division of Accounts
Monday, September 19, 2016 Submitting the completed SEFA and all support to the Division of Accounts

Next issue:

The next issue of our Newsletter will introduce a job aid on the Corrective Action Plan.

Update on Policy Revision

Efforts to revise existing grant policy are in process. The group is currently gathering a list of topics and issues to be addressed by this new policy. As part of the planning and brainstorming process, we would like to solicit input from the Grants Community. What are areas where policy is lacking? What about existing policy do you find confusing or unclear? Below is the link to a survey that can be used to provide your feedback and input. Please submit your response to the survey by **September 9, 2016**.

The Link to a Survey:
https://www.surveymonkey.com/r/PolicyRS

Tips on How an Auditee Can Use the Compliance Supplement
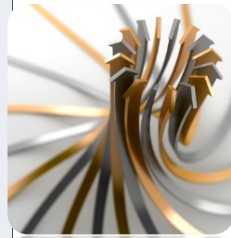
Each year the U.S. Office of Management and Budget (OMB) publishes the Compliance Supplement, the guidance used by auditors when conducting a single audit. Within the publication, Federal program objectives, procedures, and compliance requirements as well as audit objectives and suggested audit procedures for determining compliance are described and detailed. Though auditors are OMB's intended audience, the Compliance Supplement contains information that can also be useful to the auditee. Here are a few ways the Compliance Supplement can be used by Grant Program and Fiscal staff:

1. Learn more about program objectives.
2. Gain a better understanding of the compliance requirements related to various programs.
3. Prepare for compliance audits.
4. Understand various reporting requirements.
5. Analyze current audit findings and assist with preparation of corrective action.

If there is a thorough understanding as to how auditors are evaluating the grant program, internal controls and other procedures can be implemented to reduce or prevent audit findings that have a direct and material effect on these individual Federal programs. For example, if you are managing a grant made under CFDA 10.558, by referencing the Matrix of Compliance Requirements, you would find that all compliance requirements with the exception of program income are applicable to this program. Part III of the section dedicated to this program will provide additional detail as to the how auditors will design their testing procedures. Please contact a member of the Grants Workgroup for additional details on how to use the Compliance Supplement.

Website to 2016 Compliance Supplement:
OMB Website: Click Here

Edison 9.2 Grant Processing Considerations

Here are some tips to consider when creating or modifying a Grant Contract in Edison 9.2.

Tips when Copying a Proposal

A) The Copy Proposal page in Edison is very sensitive.
B) Remember to remove the words "NEXT" and enter the values needed in the fields to prevent creating an auto-generated Grant Proposal Name and Project ID(s).
C) Remember to Tab out of each field when the values are typed – do not hit the enter key on the keyboard.
D) Once copied, adjustments need to be made to the copied proposal by accessing the Maintain Proposal section.
E) If an inactive PI was on the copied Proposal and you remove that PI from the Proposal page, the "old/inactive" employee/PI must be manually removed from the "Resources" page in order for the Proposal to generate the Grant Award.
F) Remember to change descriptions and budget values where needed.

Tips on Customer (Revenue) Contract Amendments

A) The Billing Limit is now entered on the "Amendment Amount Allocation" page.
B) Steps for entering the Billing Limit:
   - Navigate to the Amendment Details Page and then to the Amendment Amount Allocation Page.
   - Enter Billing Limit in the Contract Pricing Section.
   - Change the Allocation from incomplete to complete then save.
   - On the Amendment Details Page, change the Amendment status from Pending to Ready.
   - Process the amendment.
C) When the Amendment is completed, the new Billing Limit appears on the "Related Projects" page. The Billing Limit can no longer be directly entered on the "Related Projects" page.
D) If there are OLT (Over the Customer Contract's billing limit) transactions and the billing limit is increased through a Contract Amendment, the OLT transactions will need to be repriced. Send an email to the Edison Grants/Projects Team (Robert K. Lawson, Jonathan Beretta, Jeff Hopkins) with the following information to request this be done:
   - Business Unit
   - Customer (revenue) Contract/Grant name
   - Project ID
   - Accounting dates for the re-pricing to occur, revenue to be recognized and billing to process.

Training Opportunities

Grants Workshop – SEFA & SIS Reporting

A Grants Workshop-SEFA & SIS Reporting will be held on August 30, 2016. This Workshop will provide an opportunity for attendees to bring any questions and issues identified while preparing the SEFA & SIS schedules. The course can be found through ELM in Edison by the following: Main Menu>>ELM>>Employee Self-Service>>Learning>>Search Catalog>>type in Grants Workshop-SEFA & SIS Reporting. Please contact a member of the workgroup if you have difficulty registering. **Be prepared to discuss your questions or issues.**

The Workshop is scheduled for the following times:

- **Tuesday, August 30, 2016 8:30 to 9:30 AM.**
- **Tuesday, August 30, 2016 10:00 to 11:00 AM.**

Grant Training for How to Set up Grant Contracts

With the June 30th deadlines behind us, the new Federal Grant year (10/01/2016) will be here before we know it. Since most grants are only entered once a year and there are several individuals new to grants, two Basic Grant Training classes and an Advanced Grant Training class will be offered in September. Registration for the classes is available through Edison by the following: main menu>> Employee self-service>> Learning>> Search Catalog>>type in Grants Workshop – Basic or Grants Workshop - Advanced.

Workshop is scheduled for the following times:

Basic Training:

- **Thursday, September 8, 2016 8:30 to 11:30AM.**
- **Tuesday, September 13, 2016 8:30 to 11:30AM.**

Advanced Grant Training:

- **Wednesday, September 21, 2016 8:30 to 11:30AM.**